

CITY OF MILPITAS
Effective: July 2000
FLSA: Non-exempt
Unit: Protech
Physical: 6

RECREATION SERVICES LEADER V (FULL TIME PERMANENT)

DEFINITION

To coordinate and direct one single purpose recreational service activity in area of specialty as assigned and may oversee the work of other recreational services personnel. Incumbents at this level typically exercise specialized skills, knowledge and abilities in the performance on the job duties and work independently. Assignments in this classification may include, but are not limited to: children's theatre director.

DISTINGUISHING CHARACTERISTICS

This class serves as a lead position in the Recreation Services Leader series and is responsible for the day to day operation of their assigned activity. It is distinguished from level IV by the performance of more complex and responsible duties assigned to positions in this series. It is distinguished from the Recreation Services Assistant Series in that the Recreation Leader V exercises only technical or indirect supervision of other personnel.

SUPERVISION RECEIVED AND EXERCISED

May receive general supervision from Program Coordinator and/or Recreation Services Supervisor.

May exercise technical supervision over less experienced recreational services personnel.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

When assigned as Rainbow Theatre Director:

Plan, organize, and coordinate production of 5 plays per year.

Assist Program Coordinator in coordinating efforts of volunteers and other recreational services personnel.

Perform administrative work as assigned by Cultural Arts Program Coordinator.

Assist other recreational services personnel with coordination of City-Wide Special Events.

Determine and assist program participants with their service needs.

Maintain records on program activities.

Respond to public inquiries and complaints.

Issue and collect equipment and supplies.

Maintain discipline and encourage observance of required safety precautions.

Work with set designer to plan, organize, and coordinate construction of theatrical sets for Rainbow Theatre.

Plan, organize, and coordinate school and day camp groups for specially designated school and day camp performances.

QUALIFICATIONS

Knowledge of:

Demonstrate proficiency in area of specialty (theatre, music, and dance).

Instruct others in area of specialty.

Plan and organize program elements.

Communicate and work effectively with the public.

Establish and maintain program procedures and policies.

Keep and maintain program records.

Work independently and exercise good judgement.

Communicate and work effectively with children between the ages of 8 and 18.

License

Appropriate valid California driver's license and satisfactory driving record.

Certification in first aid and CPR is required within 90 days of appointment.

EDUCATION AND EXPERIENCE

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledges and abilities would be:

- BA in Theatre or Dramatic Arts (or experience equivalent) is desirable
- One year experience involving a recreational or related program dealing with children

Approved By:

City Manager

Date